



CITY OF SAN ANTONIO OFFICE OF HISTORIC PRESERVATION

Archaeological Report Guidelines

These guidelines were adopted in an effort to simplify the report submission process and amalgamate cultural resource management (CRM) reports with published archaeological material in academia. All reports sharing the same style guidelines will expedite the research process and advance archaeological investigations in San Antonio.

I. Required Report Contents:

Basic CRM report structural elements can be located at the Council of Texas Archeologists website [here](#).

Additional Requirements:

- Photographs of large-scale excavations, including trenches and construction monitoring, will include a north arrow and meter stick.
- An eligibility determination of observed cultural resources in the APE to the National Register of Historic Places, and as a State Antiquities Landmark, will be included in the Summary/Conclusion of the report.

II. Each report should meet the following criteria for submittal to the OHP:

All archaeology-related reports submitted to the Office of Historic Preservation (OHP) **should** follow the Society of American Archaeology style guidelines. These style guidelines can be accessed [here](#). When submitting reports for review for city projects, specifically for private development, one must provide the following to the OHP;

- 1) **All report drafts shall now be provided to the OHP in a digital format, as a Microsoft Word document, for editing purposes**
- 2) **One hard copy of the final report with sites included**
- 3) **One digital copy of the final report with sites included**
- 4) **One digital copy of the final report with sites redacted**
- 5) The shape file of the project area (this will not be made available to the public)

Reports with redacted information facilitate the process for open records requests and other legal matters. In many cases, the OHP staff has had to redact site location information, scan, and finally copy reports. It is very helpful to have these in a format that can be easily reproduced.

All private development archaeology reports, including those with standing structures, should only be submitted to Kay Hindes and/or Matthew Elverson. Other OHP services, including demolition applications, are handled on a separate basis.



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Reports that do not meet the requirements addressed in these guidelines may not be accepted.

If you have any questions regarding the report submission process, please contact Kay Hindes, City Archaeologist, at 210-207-7306 or Matthew Elverson, Assistant City Archaeologist, at 210-207-5421.

Thank you.

OHP